



County of Santa Cruz

PERSONNEL DEPARTMENT

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MICHAEL J. MCDUGALL, PERSONNEL DIRECTOR
AJITA PATEL, DEPUTY DIRECTOR

MEMORANDUM

DATE: November 8, 2012
TO: Civil Service Commission
FROM: Ajita Patel, Deputy Director of Personnel
RE: Change to Civil Service designation of classification

Pursuant to County Code 3.12.010, we are recommending that the unrepresented executive management classification of 'Medical Services Director / Health Officer' be designated as a non-Civil Service classification. This single-position classification is currently vacant, so no current incumbent will be impacted.

The Medical Services Director / Health Officer is a high-level management position responsible for directing and administering public health medical services and public health programs for the County and serves as the designated County Health Officer. County public health programs are shaped by the different visions/philosophies and approaches of each County administration and Board of Supervisors. (The job specification for this class is attached for your reference.)

By California statute each County Health Officer is appointed by the Board of Supervisors (California Health and Safety Code § 101000). Here in Santa Cruz County, the Health Services Agency Administrator makes a recommendation for appointment which must be approved by the Board of Supervisors. Therefore, this classification should be designated as non-Civil Service to reflect that the incumbent serves at the direction and will of the Board of Supervisors and the Health Services Agency Administrator.

Attachment

Cc: Michael J. McDougall, Personnel Director
Giang Nguyen, Health Services Agency Administrator

MEDICAL SERVICES DIRECTOR/HEALTH OFFICER

Job Specifications

Class Code: PT7

Date Originated: 5/79

Analyst: CE, CJS

Date Updated: 4/88, 11/12

SANTA CRUZ COUNTY

DEFINITION

Under general direction, to plan, organize, direct and administer public health medical services and public health programs for the County; to provide technical consultation to citizens, public officials, staff and community organizations and agencies on public health and preventive medicine issues; to serve as the designated County Health Officer; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible to the Health Services Administrator for planning, organizing and directing the public health medical services and public health programs for the County including enforcement of applicable public health laws and regulations. Serves as the legally designated County Health Officer. Additionally, the incumbent serves as the County liaison and medical expert to the State, the local medical society, and other agency and community groups.

TYPICAL TASKS

Plans, organizes, directs and evaluates through subordinate managers the medical and administrative aspects of public health programs; provides administrative direction to subordinate managers who manage a variety of public health programs and clinics, including chronic and acute general medical services, public health nursing, emergency and disaster medical planning, public health education, indigent medical care, California Children's Service, maternal and child health services and detention medical services; assures enforcement of applicable public health laws and regulations including environmental health and sanitation; supervises, reviews and evaluates the work of physicians and other staff providing medical services for clinics and detention facilities; approves protocols and standardized procedures for new medical developments and procedures; coordinates the work of consultant medical specialists and other physicians; orients consultants to the objectives, operations and regulations of the contract program; may contact private physicians to arrange for their services in departmental clinics and programs; oversees the preparation, monitoring and control of budgets for the public health divisions; serves as an advocate to promote State wide public health policies which also benefit the County; keeps abreast of legislative changes and formulates policies and programs as required; serves as the liaison and medical expert in Public Health matters to the local medical society and community agencies; provides input to grant applications and other externally funded programs; provides medical consultation to private physicians and other personnel on matters related to the prevention, diagnosis and treatment of diseases of public health significance; confers with public officials, private physicians, community organizations and representatives of other agencies on public health matters; participates in programs of health education; addresses community groups and professional associations; evaluates medical and public health policies, programs and procedures and formulates improvements; may conduct medical and physical examinations, make diagnoses, and prescribe and administer treatments and medications; serves as an executive

management team member to coordinate with other divisions, departments and agencies to develop procedures and to resolve administrative and other problems; develops departmental policy and programs; keeps Health Services Administrator informed of changes and problems pertaining to divisional activities; may act for the Health Services Administrator as authorized; prepares reports and correspondence; inputs, accesses and analyzes data using a computer.

EMPLOYMENT STANDARDS

Knowledges:

- Thorough knowledge of current principles and practices of medicine;
- Thorough knowledge of the functions and services of local public health agencies;
- Thorough knowledge of accepted medical practices concerning the prevention and control of communicable diseases and other common public health programs;
- Working knowledge of epidemiology;
- Working knowledge of the laws and regulations governing local public health programs;
- Working knowledge of the interrelationships of services among local public and private and voluntary public health agencies and organizations;
- Working knowledge of the principles of public health administration;
- Working knowledge of the principles and techniques of supervision and training;
- Some knowledge of the general function of a State Department of Health Services.

Ability to:

- Plan, organize and direct, through subordinate supervisors, a broad range of public health programs;
- Exercise initiative, ingenuity and sound judgment in solving difficult technical, administrative and personnel problems;
- Develop and direct the implementation of improvements to enhance the effectiveness and efficiency of public health services and programs;
- Establish and maintain effective working relationships with physicians, representatives of community groups and professional organizations, State representatives and the general public;
- Analyze, evaluate, plan and implement public health programs and budgets;
- Understand and relate to others the aims, concepts, and principles of public health;
- Supervise, review and evaluate the work of professional staff;
- Coordinate public health programs and service activities with other divisions and departments;
- Prepare clear and concise written and oral report;
- Speak effectively before large groups;
- Perform medical diagnosis and treatment;
- Secure State certification to supervise and direct mid-level practitioner;
- Learn to input, access and analyze data using a computer terminal.

Training and Experience: Any combination of training and experience which would provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- Three years of public health medical experience.

OR

- Certification or eligibility for certification by a recognized American Specialty Board, and two years of public health medical experience.

OR

- Possession of a Master's degree in public health from an accredited school of public health, and one year of public health medical experience.

SPECIAL REQUIREMENTS

- Possession of a valid Physician and Surgeon's certification issued by the State of California*.
- Possession or eligibility for possession of a State and/or Federal narcotic license for administration of narcotics to inmates and patients.
- Possess and maintain a valid California* Class C Driver's license.

(*Out of state candidates possessing a Physician and Surgeon's certification and driver license in their respective state may apply and go through the recruitment and examination process. Candidate must possess California certification and license by the start of employment.)

ORIG: 5/79 REV: 4/88, 11/12

JAD:sjh